NON-UNIVERSITY FUNDING

A non-University funding request is defined as any funds requested from an organization, business, and/or corporation other than Clemson University.

Policies

1. In order to request outside funding or solicit gifts, a student organization must first become a recognized student organization at Clemson University as defined in the Student Handbook.

2. In order to use the Clemson University name in any solicitation a Clemson Foundation account or Clemson University account must be established. The gifts to this account will be tax-deductible and all donors will be given a tax receipt by the Annual Giving office.

3. Gift accounts require no minimum to open. Foundation accounts require a guarantee of at least $1,000 per year in gift activity. If the organization cannot generate the amount, a general operating gift account is suggested.

4. For more information and/or to establish one of these accounts, please contact: Lisa Powers, Assistant Director for the Division of Student Affairs, lspower@clemson.edu.

Procedures

1. Recognized student organizations seeking non-university funding of more than $1,500 are required to complete a formal proposal. The proposal must include:
   - amount of funding the group seeks to raise
   - purpose/use of the funds
   - prospective donor list
   - account name and number that the money will be deposited into
   - copy of solicitation letter

2. This proposal must be signed by the advisor of record on file with Gantt Center for Student Life.

3. All proposals are to be sent to Wendy Marshall, Associate Director of Clubs and Organizations, at wmrshill@clemson.edu to confirm recognition and account status. The proposal will then be forwarded to the Development Officer for the Division of Student Affairs for approval.

4. Upon proposal approval, the Student Affairs (SA) Development Officer will work with the Clemson University Annual Giving office to pursue this effort.

5. The Annual Giving Office will review the information submitted by the student organization and help them to coordinate the most effective solicitation plan. If the group plans to send solicitation letters, the Annual Giving Office can provide mailing labels as well as pledge/gift coupons and return envelopes to enclose. The student organization will pay for printing and postage. Also, the Annual Giving Office may be able to coordinate the solicitation with other mailings, such as departmental newsletters. The Annual Giving office can also make arrangements to set up a hot-link to the on-line giving site in electronic newsletters or on web pages. In some cases, with prior planning, volunteers from the student group may be able to utilize the Annual Giving Office’s phone-a-thon system to solicit gifts to their organization.

6. Organization members are responsible (financially) for all gift solicitations including mailings, telephone contacts, and in-person contacts.

7. If funding is received, the Assistant Business Officer for SA and the SA Development Officer will work together to ensure that the organization’s account reflects the proper funds. All University and state spending guidelines must be followed.

The Annual Giving Office and Student Affairs Development officer can serve as fund-raising consultants to help you with your efforts. But all steps in this procedure must be followed for an effective fundraising campaign. It is strongly encouraged that you think ahead in order for a successful fundraising endeavor.